Tips and Best Practices for Conference Proposal Submissions

To have the best chance of having your proposal selected by the workshop review committee, Volunteer Tennessee invites you to follow these guidelines.

1. **Read the Call for Proposals and Selection Criteria Carefully:**
   Be sure to read through the Call For Proposals and the Selection Criteria. You can also review the Workshop Scoring Rubric used by the Workshop Selection Committee. It is especially important to make sure you are included all the information requested in the Outline section and to include as much detail as possible.

2. **Determine Your Audience and Their Level:**
   Make sure you have the conference's target audiences and workshop focus areas in mind and that you have made clear what experience level the content is appropriate for (Beginner, Advanced, Intermediate). Presentations will list the audience level in the Conference Program to help attendees make determinations about which sessions will be most beneficial. Make sure to select the appropriate audience on the proposal form.

3. **Your Workshop Title and Description:**
   Make sure your title and abstract accurately depict the content and learning objectives of your session. Please note the most frequent workshop evaluation feedback is that the content of the session was not in alignment with the title or description.

4. **What are the Workshops Objectives?**
   What are you conveying to your audience and what will they be able to take away from your session. How does your session engage or benefit the audience? Please note interactive workshops are preferred by the selection committee and overall receive stronger evaluation feedback.

5. **The Workshop Review Committee and Beyond:**
   Including the following in your workshop will increase the chance of it being selected by, but can also help selected sessions receive positive evaluations from attendees:
   > 1. Give participants opportunities to apply new information, concepts, and skills to their work situation during the session
   > 2. Have interactive, hands on elements *(Except for TN-SLC Higher Education Faculty Track presentations)*
   > 3. Ensure the content fits into the session time, isn't rushed, and allows time for reflection or questions
   > 4. Provide reference materials participants can use after the session.

6. **Do a Final Review Before You Click Submit:**
   Before submitting do a final spell and grammer check, and once again review you have included all the requested information.